

Road Traffic Accident Procedure

If you are involved in a Road Traffic Accident causing damage to either your vehicle or a Third Party's vehicle you must report this to your Manager in the first instance.

You must also scan the QR code located on the inside of your sun visor in your vehicle which will take you to the Companies vehicle accident documents as follows:

- Accident Procedure - this explains your responsibility of what to do in the event of an accident, causing damage to either your vehicle or a third-party vehicle.
- Notes at scene - this is an online form that you need to complete by obtaining the following important information from the scene.
 - Driver details - your details)
 - Third party details
 - Witness details
 - Police details if in attendance.

After completing each section, you must hit the submit button once submitted the details are then sent to the insurance department.

- Third Party Advice Form - this form holds all our insurance details by clicking on the tab you can then forward this via email to the third party or police if in attendance and requested.
- Driver Accident Check List – this acts as a reminder and explains what information you should obtain.

Failure to report a Road Traffic Accident may render you liable for the damage cost and any other costs arising from the accident.

As soon as your car, van or LGV is involved in an accident you will need to take the following steps to ensure you do not break the law.

If, as a driver, you are involved in a road-traffic accident and one or more of the following occurs:

- a) A person, other than yourself, is injured.
- b) Damage is caused to another vehicle or to someone else's property.
- c) An 'animal' has been killed or injured, except in your own vehicle or trailer (an animal is defined as 'any horse, cattle, ass, mule, sheep, pig, goat or dog').

You must:

- a) If necessary, call for an Ambulance, the police or the Fire Service.
- b) Stop and remain at the scene for a reasonable period.
- c) Give your vehicle registration number, your name and address, and that of the vehicle owner (if different), to anyone with reasonable grounds for asking for those details.
- d) You must where possible obtain from the third part their name, address and that of the owner if different, along with their insurance details. In any case you **MUST** obtain their vehicle registration number.

DO NOT AT ANY TIME ADMIT LIABILITY FOR ANY LOSS, DAMAGE OR INJURY.

If for any reason you are unable to exchange details at the scene, you must report the accident at a Police Station or to a Police Constable as soon as you can, and in any case within 24 hours.

Witnesses:

Whenever an accident occurs it is essential to gather as much evidence as possible. This evidence should consist of impartial testimony from independent witnesses who saw exactly what happened. If you are a witness of an accident you should write down all the information you can remember and keep the account in case you are called as a witness or in case of court proceedings at a later date.

The persons involved in the accident should have their own documented account also. In cases where a witness refuses to give their account of the accident, the Police may ask them to provide a witness statement. As a result the witness may be called into court if necessary.

Note:

Reporting the accident to the Police by telephone is not sufficient and you cannot ask someone else to report it for you.

You're obliged to do these things not only when you are directly involved in an accident, but also if your vehicle's 'presence' was a factor.

If you have any doubts, you are advised to complete the above steps as soon as the accident happens, regardless of who was at fault.

It is a condition of our insurance policy that we report the accident to your insurance company within a reasonable time, even if we do not want to claim. A failure to do so can give our insurance company the right to refuse cover Seven Group in the future.